

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Building Infrastructure for North Atlantic/Arctic Fulbright Applications**Location:**

Portland
 Gorham
 LAC
 Online/Distance

Duration:

Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$11,250**Monthly Stipend:** \$1250 per month (Sept-May)**Scholarship Amount:** \$6,000 per academic year (2 classes per semester) for 20-hour position (in-state) / \$6,000 per academic year (2 classes per semester) for 20-hour position (out-of-state)**Supervisor Name:** Matthew Bampton**Supervisor Email:** bampton@maine.edu**Supervisor Phone:** 2077805184**Position Details:****Statement of Job and Essential Functions:**

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As a further expansion of the USM Maine North Atlantic Institute, the purpose of this position is to design and implement infrastructure at USM that promotes and supports USM applicants (student and faculty) for North Atlantic/Arctic-focused Fulbright and other prestigious international research scholarships. The goal is to develop and maintain a steady pipeline of applicants that will result in increased USM applications and awards for North Atlantic/Arctic-focused international scholarships.

Primary Duties:

Works under the direction of Professor Bampton to:

- Research and identify best practices of existing infrastructure in higher education institutions that promotes opportunities and engages faculty/students in applying for North Atlantic/Arctic-focused Fulbright/international scholarships (e.g., Marshall, Mitchell, Rotary Foundation, Veterans, etc.)
- Develop internal processes and procedures to facilitate USM applications for North Atlantic/Arctic-focused international scholarships
- Work with targeted USM Departments to implement communication and informational sessions for students that will facilitate increased applications, e.g., Honors, Engineering, UROP, STEM/Sciences
- Work with evaluation personnel to set up and implement performance measures for program, applications, and awards
- Develop and maintain a USM web presence to inform faculty/students and opportunities, application cycles, and application information
- Coordinate with Office of International Studies, as needed

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

None

Internal Contacts:

- Interaction with Colleges, Departments, faculty, and students to communicate opportunities for North Atlantic/Arctic-focused international scholarships
- Work with Data Innovation Project to establish and maintain a performance management plan

External Contacts:

Interaction with US State Department Fulbright Scholarship representatives or other scholarship representatives, as needed.

Knowledge, Skills, and Abilities:

- Strong written and oral communication skills; able to communicate with people with varying perspectives
- Creative, flexible, and curious
- Able to work both remotely and in person
- Self-starter, able to carry out tasks independently and work with others in a collaborative environment
- Ability to develop processes that demonstrate accuracy, attention to detail, and timeliness
- Organizational, work management, and information research skills
- Able to implement events, such as lunch/learn sessions, informational sessions

Required Qualifications:

Must not be a University of Maine System employee.

- Be fully matriculated in a degree program at the graduate level
- Be registered for at least 6 credits of coursework in the semester(s) in which they will be working (master's and CAS students), or registered for GRS 603 (masters) or GRS 701 (doctoral) and have a certificate of satisfactory progress from their program
- Have a 3.0 GPA and be making acceptable academic progress in graduate program
- Not be a University of Maine System employee
- Attention to detail and time-management skills
- Experience with Microsoft Office products, including Word, Excel, and Powerpoint
- Familiarity with research methods through coursework or experience
- Ability to maintain/update web-based content with guidance

Preferred Qualifications:

- While not required, it is preferred that students have completed at least 2 graduate-level courses.
- Ability to develop web-based content

To Apply:

Submit your resume and cover letter via email to Matthew Bampton (bampton@maine.edu).